

41-300-1  
AGREEMENT

between the

HANOVER TOWNSHIP BOARD OF EDUCATION

and the

HANOVER TOWNSHIP NON-CERTIFICATED EMPLOYEES ASSOCIATION

For the Years  
July 1, 1980 to June 30, 1983

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Institute of Management and  
Labor Relations

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## TABLE OF CONTENTS

<u>ARTICLES</u>		<u>PAGES</u>
I	Recognition .....	1.1
II	Negotiation Procedures .....	2.1
III	Association Rights and Privileges .....	3.1
IV	Grievance Procedure .....	4.1
V	Salaries .....	5.1
VI	Insurance Protection .....	6.1
VII	Sick Leave .....	7.1
VIII	Personal Leave of Absence .....	8.1
IX	Posting of Job Vacancies .....	9.1
X	Deduction of Dues .....	10.1
XI	Holidays .....	11.1
XII	Vacations .....	12.1
XIII	Uniforms .....	13.1
XIV	Miscellaneous Provisions .....	14.1
XV	Addendum .....	15.1
XVI	Licenses .....	16.1
XVII	Evaluation .....	17.1
XVIII	Employee Rights & Privileges .....	18.1

### SALARY SCHEDULES

Schedule A	Secretarial Personnel and Switchboard Operator-Clerk Typist .....	19
Schedule B	Custodians, Maintenance Personnel and Matrons ....	20
Schedule C	School Aides .....	21
Schedule D	Bus Drivers .....	22

### HOLIDAY SCHEDULE

Schedule E	Paid Holidays .....	23
	Duration of Agreement .....	24

## ARTICLE II

NEGOTIATION PROCEDURES

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, and any amendment thereof, in a good faith effort to reach agreement on matters concerning the terms and conditions of non-certificated employees' employment. An organizational meeting shall take place no later than the fourth week of September of the school year preceding the school year in which this agreement expires. Any agreement so negotiated shall be reduced to writing and signed by the Board and the Association.
- B. The Board shall make available to the Negotiating Team of the Association for inspection all pertinent records, data, and information normally available to citizens of Hanover Township.

## ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the privilege of using school facilities, equipment and services subject to prior approval of the Superintendent or his designee. Costs of materials and supplies used shall be borne by the Association.
- B. The Association shall have the privilege of using the interschool mail facilities and school mailboxes with the permission of the building principals.

ARTICLE I  
RECOGNITION

- A. The Board hereby recognizes the Hanover Township Non-Certificated Employees Association as the exclusive and sole representative for collective negotiation under Chapter 123, Laws of 1974, and any amendment thereof, concerning the terms and conditions of employment for all non-certificated personnel whether under contract or on leave.

Including and limited exclusively to the following personnel who work four (4) or more hours a day:

Custodians  
Maintenance Personnel  
Matrons  
Secretarial Personnel (Except Executive Secretary to the Superintendent of Schools, Secretary to the Superintendent of Schools, and Secretary to the Board Secretary)  
Switchboard Operator-Clerk Typist  
Bus Drivers  
School Aides  
Cafeteria Personnel

and excluding all others.

- B. Unless otherwise indicated, the term "employees", when used hereinafter in this Agreement, shall refer to all non-certificated personnel represented by the Association in the negotiating unit as defined above and references to male employees include female employees. Any mention of he or him shall also include she or her.
- C. The Hanover Township Board of Education is a body corporate charged with the statutory responsibility of conducting the schools existing within the Township of Hanover school district, kindergarten through eighth grade, hereinafter referred to as the "Board".
- D. The Hanover Township Non-Certificated Employees Association will be referred to as the "Association" in this Agreement.

ARTICLE IV  
GRIEVANCE PROCEDURE

A. Definition:

1. Grievance. A grievance is an appeal of a specific:
  - (a) Interpretation, application, or violation of Board policy.
  - (b) Interpretation, application, or violation of an Agreement provision.
  - (c) Administrative decision.

B. Conditions:

1. The grievance procedure must be initiated within ten (10) school days of the occurrence of the incident.
2. Time limits specified herein shall be strictly adhered to by both parties.
3. Failure to appeal to the next level within the times specified shall bar further appeal with respect to the particular grievance then under consideration. Failure to respond to the aggrieved party within the specified time shall constitute a right of appeal to the next level.
4. All deadlines provided in these procedures may be extended only by mutual written agreement of the Board and the Association.
5. In the event that a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, it is agreed by the Board and the Association that both parties will work in good faith to resolve the matter expeditiously, by reducing the time factors involved.
6. Either party shall be represented by (a) representative(s) of their own choosing. A representative of the Association shall be present.
7. The term "grievance" shall not apply to any matter for which:
  - (a) A method of review is prescribed by law or State Board ruling; or wherein

- (b) the Board of Education is without authority to act; or wherein
- (c) a complaint relates to the non-renewal or termination on notice of a non-tenure employee's contract.

C. Procedure:

1. Level 1. An aggrieved party shall submit the grievance on Grievance Form 1 (see Appendix "A") to the immediate supervisor within ten (10) school days of the occurrence of the incident. Within five (5) school days of the receipt of the written form from the aggrieved party, the Building Principal or his representative shall submit his written response to the aggrieved party.

If a grievance affects a group or class of employees in more than one (1) building, or an employee who is not primarily assigned to one (1) building, the group or the individual, and/or Association may submit such a grievance on Grievance Appeal Form 2 (see Appendix "B") to the Superintendent directly, with copies to the supervisor, and the processing of such a grievance shall be commenced at Level 2. Prior discussion with the Principal/Principals of the school/schools involved is encouraged.

2. Level 2. If the aggrieved party is not satisfied with the disposition of the grievance at Level 1, he must, within five (5) school days of the receipt of the Level 1 response file the grievance on Grievance Appeal Form 2 set forth herein with the Superintendent of Schools. The Superintendent shall, within seven (7) school days, afford the aggrieved party an opportunity to present the grievance. The Superintendent shall render a decision on the grievance within seventeen (17) school days after the grievance has been filed at Level 2. The decision shall be in writing. (One copy to the aggrieved party and one copy to the Association, and one copy to the Supervisor.)
3. Level 3. If the aggrieved party is dissatisfied with the decision of the Superintendent, he must, within five (5) school days file Grievance Appeal Form 3 (see Appendix "C") with the Secretary of the Board of Education. The Board of Education shall afford the aggrieved party an opportunity to present the grievance to the Board at a conference meeting within ten (10) school days of the filing of the grievance with the Board Secretary. The Board shall render a decision in writing to the aggrieved party, with copies to the Association, Superintendent and Supervisor within ten (10) school days after the hearing.

D. Arbitration Appeal Procedure

1. If the decision is unsatisfactory, the Association may declare an impasse, and if it does so, the Secretary of the Board shall be so notified in writing within fifteen (15) school days of the receipt of the Board's decision. Thereupon, the Association shall have the right to appeal to the New Jersey Public Employment Relations Commission, for obtaining an arbitrator to serve pursuant to their rules and regulations and statement of procedure and to be bound by their rules and regulations. No hearing shall be held sooner than ten (10) school days after the board has received notification of impasse. Both parties to this Agreement agree to advisory arbitration for grievances arising under Sections A(1) (a) and (c). Costs are to be shared equally by the Board and the Association.
2. Grievances arising under Section A(1)(b) shall be subject to final and binding arbitration in accordance with the procedure outlined in paragraph (1) above. The jurisdiction and authority of the arbitrator shall be confined exclusively to the terms of this Agreement. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement, or impose on either party hereto a limitation or obligation not explicitly provided for in this Agreement. Costs are to be shared equally by the Board and the Association.



SAMPLE

GRIEVANCE APPEAL FORM 1

1. a) Name of Aggrieved Party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_  
d) Name of Association Representative: \_\_\_\_\_
2. State precisely the policy, agreement provision, or administrative decision which is the subject of your appeal.
3. State in detail the reasons for your dissatisfaction with the interpretation, application or violation of policy, agreement provision, or administrative decision which you are appealing.  
(Note: State date and time of incident.)
4. State what you consider to be a fair and equitable disposition.

\_\_\_\_\_  
Signature of Aggrieved Party

SAMPLE

GRIEVANCE APPEAL FORM 2

1. a) Name of Aggrieved Party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_
2. Attach to this form a copy of your original Grievance Appeal at Step 1 and a copy of the supervisor's decision.
3. State in detail your reasons for your dissatisfaction with the decision of the supervisor.

\_\_\_\_\_  
Signature of Aggrieved Party

SAMPLE

GRIEVANCE APPEAL FORM 3

1. a) Name of Aggrieved Party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_  
d) Name of Association Representative: \_\_\_\_\_
2. Attach to this form a copy of your original Grievance Appeal at Step 2 and a copy of the Superintendent's decision.
3. State in detail your reasons for your dissatisfaction with the decisions of the Superintendent.

\_\_\_\_\_  
Signature of Aggrieved Party

## ARTICLE V

SALARIES

- A. Salaries for the years 1980-81, 1981-82, 1982-83 agreed upon by the Board and the Association are set forth in the attached schedules as listed,

Schedule A: Secretarial Personnel and Switchboard Operator - Clerk-Typist

Schedule B: Custodians, Maintenance Personnel and Matron

Schedule C: School Aides

Schedule D: Bus Drivers

- B. Employees' contracts shall specify the number of hours to be worked daily,

C. Withholding of Increment

1. It shall be the duty of the Board of Education to give, within ten (10) days, written notice of action to withhold increment, together with the reasons therefor, to the employee concerned,
2. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment,

## ARTICLE VI

INSURANCE PROTECTION

- A. The Board shall provide the health care insurance protection, including hospitalization, medical-surgical and major-medical, designated below.
1. The Board shall pay, upon application of employee, the full premium for single person coverage for each employee.
  2. The Board shall pay, upon application of the employee, the full premium for coverage of eligible dependents of the employee.
  3. Provisions of the health care insurance program shall be detailed in master policies and contracts.
  4. The Health insurance for the basic hospitalization and medical coverage and the major-medical coverage shall be such plan as the Board shall designate, provided that the extent of coverage of such plan shall be equivalent to that provided by the New Jersey Public and School Employees Health Benefits Plan as of June 30, 1978. The Board of Education shall insure continuous coverage in any and all instances of change of carrier. The Association shall have the opportunity to meet with the carrier(s) for informational purposes only prior to the change of carrier.
  5. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st. When necessary, payment of premiums in behalf of the employee shall be made prospectively to assure uninterrupted participation and coverage.
- B. The insurer shall provide for continuance of health care insurance at the retiree's expense after retirement on the terms detailed in the master policies and contracts. Payment for this coverage shall be made by the retiree directly to the insurance carrier to insure no loss of benefits and to maintain retirees group rate coverage.
- C. The Board shall provide to each employee upon request copies of the health care insurance policies covered under this Article.

## ARTICLE VII

SICK LEAVE

- A. A total number of days equivalent to the number of months on contract shall be granted to employees for personal illness, and unused sick leave shall be cumulative without limit.
- B. Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

PERSONAL LEAVES OF ABSENCE

## A. Personal leave at full pay shall be granted for the following reasons:

1. Up to five (5) days leave shall be granted to an employee for each death in the immediate family to attend funeral services and/or to handle personal business related to the death. Immediate family shall be considered to be father, mother, spouse, child, brother, sister, mother-in-law, father-in-law, or any member of the immediate household excluding employees or tenants. Up to three (3) days leave shall be granted to an employee for each death of a grandfather, grandmother, grandchild, brother-in-law or sister-in-law to attend funeral services and/or to handle personal business related to the death.
2. Up to two (2) days shall be allowed for the President of the Association or an alternate he designates to attend conferences and conventions of state and national affiliated organizations.
3. Up to a total of five (5) days (non-cumulative) shall be allowed in any one school year for the following reasons:
  - (a) One day may be approved for any personal business, emergency, or urgent reason provided such day is not immediately preceding or following a scheduled vacation or holiday.
    - (1) If the above day is not used, the day will accumulate and may be used as sick leave after all other accumulated sick leave has been exhausted.
  - (b) Serious illness in the immediate family. (Immediate family same as in (1).)
  - (c) Recognition of religious holiday.
  - (d) Court subpoena.
  - (e) Marriage of the employee or marriage in the immediate family. A maximum of one day shall be allowed.
  - (f) College graduation of employee or a member of his immediate family. A maximum of one day shall be allowed.
  - (g) Personal business which cannot be handled outside of school hours, with prior approval of the Superintendent of Schools.
  - (h) Death of a relative or close friend. A maximum of one (1) day shall be allowed for each occurrence. In the event of the death of a staff member, a maximum of ten (10%) percent of the non-certificated staff will be permitted leave on a first-come basis.
  - (i) Any other emergency or urgent reason not included in (a) through (e) above if approved by the Superintendent. The Superintendent may waive advance notice.

- B. The Superintendent shall be notified, via the immediate supervisor, a minimum of one (1) day in advance when personal leave is to be granted under A.2, and A.3(b), (c), (d), (e), (f) and (h). The Superintendent may waive advance notice.
- C. For the proper payroll accounting, audit and employee protection, every absence granted under Article VIII, leave for a half day, full day or more, must be accounted for in writing and reported to the Superintendent.
- D. For each day leave is taken in excess of the amount specified in Paragraph A, one (1) day's pay, based on the employee's hourly rate, shall be deducted from his salary.
- E. For each day an employee is required to be absent to serve on a jury, he shall be paid the difference between his contract salary and the amount received for his service as a juror.
- F. Any requests for leave shall be submitted to the Superintendent as far in advance as possible.



## ARTICLE IX

POSTING OF JOB VACANCIES

- A. All vacancies in positions covered by this Agreement shall be posted through the Superintendent's office in each school office five (5) work days prior to the public announcement of such vacancies.

## ARTICLE X

DEDUCTION OF DUES

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Hanover Township Non-Certificated Employees Association, the Morris County Council of Education Associations, the New Jersey Education Association, or the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Hanover Township Non-Certificated Employees Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Each employee desiring payroll deductions of organization dues shall submit a signed and dated authorization statement which shall contain the following information:

## CONTINUING DUES DEDUCTION AUTHORIZATION

I hereby request and authorize the Disbursing Officer of the above school district to deduct from my earnings until notified of termination, an amount required for current year membership dues and such amounts as may be required for dues in each subsequent year, all as certified by said organizations; such amounts to be paid to such persons as may from time to time be designated by the local association. This authorization may be terminated only by prior written notice from me effective January 1 or July 1 of any year. Upon termination of employment, the Disbursing Officer shall deduct any remaining amount due for the current school year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability therefor.

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

- B. 1. The Board agrees to deduct from employees' salaries, money for local, state and/or national association services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate association.

## ARTICLE XI

HOLIDAYS

- A. Employees on ten (10) month contracts shall receive ten (10) paid holidays as listed in Schedule E.
- B. Employees on a ten (10) month contract who work past July 4th, will be paid for that holiday.
- C. Employees on a twelve (12) month contract shall receive twelve (12) paid holidays as listed in Schedule E.
- D.
  - 1. The Association shall advise the Board by April 1st as to its choice of holidays.
  - 2. The specific holidays are to be taken upon the decision of the Board of Education, and shall be designated by the Board of Education for a contract year on or before May 1 of the preceding year.
  - 3. These days shall be included in the Agreement on Schedule E.
- E. If a holiday falls during an employee's yearly vacation, he shall receive another vacation day at the discretion of the employee's supervisor.
- F. An employee must work the regularly scheduled work day before and after the designated holiday for pay to be received for the paid holiday. For the purposes of this paragraph, the employee shall be considered to have worked the day before and after the holiday if he has received approval for his absence from his supervisor.

## ARTICLE XII

VACATIONS

- A. Paid vacations shall be provided for full-time employees on twelve (12) month contracts as follows:

Less than one (1) year's employment:	5/6 day per month of employment
After one (1) full year's employment:	Two (2) weeks
After six (6) full years' employment:	Three (3) weeks
After fourteen (14) full years' employment:	Four (4) weeks

- B. For the purposes of this Article, a full year shall constitute the period of continuous employment from July 1 to June 30.
- C. Vacations shall be taken at the discretion of the employee's immediate supervisor, after discussion with the employee.

## ARTICLE XIII

UNIFORMS

- A. 1. Custodians, maintenance and matron personnel will be reimbursed up to a maximum of sixty (\$60.00) dollars for uniforms per year. New employees will be reimbursed after a waiting period of six weeks of continuing employment. Reimbursement shall be made within ninety (90) days after receipt of voucher.
- 2. Foul weather gear (including slickers, head gear, rubber-type boots) shall be provided for each employee prior to being required to work outside.
- B. Personnel named in paragraphs A.1 and A.2 above are required to wear their uniforms during their scheduled work day. It will be the responsibility of the employee to maintain and to care for his uniforms.
- C. The Board shall specify the color and type of uniform and safety shoes that can be used for work and is eligible for reimbursement under A.1. above.

## ARTICLE XIV

MISCELLANEOUS PROVISIONS

- A. The contracts for custodians, maintenance personnel and matrons with more than three (3) years employment with the Board shall contain a sixty (60) day termination clause.

The contracts for custodians, maintenance personnel and matrons with less than three (3) years employment with the Board shall contain a fourteen (14) day termination clause.

In those cases where the Board terminates the services of a custodian, maintenance personnel, or matron, the employee will be entitled to use his accrued vacation days and one (1) personal day for seeking employment. The employee's immediate supervisor will authorize absences for this purpose.

The dismissal of any employee shall be governed by those provisions of Title 18A, New Jersey Statutes, that are applicable to termination of contracts.

- B. The provisions and the benefits of this agreement are not applicable to custodians, maintenance personnel, and matrons during their ninety (90) day probationary period of employment. The provisions and the benefits of this agreement are accruable and retroactive to the employee's first day of employment with the Board after he has attained the status of a permanent employee.
- C. To the extent not inconsistent with this agreement past practices in effect shall continue for the duration of the contract.

## ARTICLE XV

ADDENDUM

- A. The Board reserves to itself sole jurisdiction, authority and responsibility over matters of policy and retains the right: (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty for legitimate reason; (d) to maintain the efficiency of the school district operations entrusted to them; (3) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- B. Separability - If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. This Agreement incorporates the entire understanding of the parties on terms and conditions of employment. This Agreement and any amendments shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by written notice to the following addresses:
  - 1. If by Association, to "Hanover Township Board of Education",  
Post Office Box 85, Whippany, New Jersey, 07981.
  - 2. If by Board, to "Hanover Township Non-Certificated Employees'  
Association", Memorial Junior School, Highland Avenue, Whippany,  
New Jersey, 07981.



## ARTICLE XVI

LICENSES

Reimbursement equal to the cost of license(s) shall be made by the Board to employees who are required to hold licenses to perform their duties.

## ARTICLE XVII

EVALUATIONA. Definitions

1. Evaluation. An evaluation is an assessment of an individual's overall performance.
2. Evaluator. The evaluator shall be the Building Principal, Vice Principal, Superintendent of Schools or Business Administrator.

B. Frequency of Evaluations

1. All employees shall be evaluated at least once in each school year, prior to March 1.
  - (a) By December 1, each employee shall receive written notification from his evaluator stating whether his performance at that date has been satisfactory.
  - (b) If an employee's performance is judged to be unsatisfactory at this time, he shall receive a full evaluation of his overall performance, which shall be in addition to the evaluation provided in B.1.
2. Any employee hired after February 1 shall be evaluated prior to June 1.

C. Evaluation Reports

1. An employee shall be given a written evaluation report which will include:
  - (a) strengths of the employee as evidenced during the period since the previous report.
  - (b) weaknesses of the employee as evidenced during the period since the previous report
  - (c) specific suggestions as to measures which the employee might take to improve his performance.

Provision shall be made for a conference between the employee and the evaluator, prior to submitting the report to the Superintendent's office. The employee shall sign the evaluation form at this conference, acknowledging receipt thereof.

2. The employee will have a period of five (5) full school days following the conference, and prior to the submission of the written report to the Office of the Superintendent, in which he may attach a memorandum to the report commenting on any or all parts of it.

## ARTICLE XVIII

EMPLOYEE RIGHTS AND PRIVILEGES

- A. Whenever grievance procedures or negotiations require the presence of any employee during working hours, he shall suffer no loss of pay.
- B. When the Superintendent or immediate supervisor is going to submit a recommendation to the Board of Education on any matter which will adversely affect that employee's salary, increments, and/or position of employment, such employee shall be afforded written notice including reasons at least three (3) school days prior to such submission to the Board of Education during which time the employee may request in writing and shall be granted an opportunity to meet with the Superintendent. Said employee shall, if he or she wishes, be accompanied by a representative(s) of the Association.
- C. When any employee is required to appear before the Board of Education or a committee thereof, on any matter adversely affecting his salary, increments, and/or position, written notice including reasons shall be given him at least three (3) school days before the meeting, and he or she shall, if he or she wishes, be accompanied by a representative(s) of the Association.

SCHEDULE AHANOVER TOWNSHIP BOARD OF EDUCATIONSECRETARIAL SALARY GUIDE1980 - 1981

<u>Step</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Switchboard Operator/ Clerk-Typist</u>
1	\$10,000	\$5,625	\$7,125
2	10,500	6,125	7,525
3	11,000	6,625	7,925
4	11,500	7,125	8,475
5	12,000	7,625	
6	12,600	8,200	
7	13,300	8,775	
8	14,175	9,575	

People presently on top of the 1979-80 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Full-time secretaries and switchboard operator/clerk-typist are employed 7½ hours daily with vacations according to Article XII.
2. Part-time secretaries are employed for 6½ hours daily for forty-six (46) weeks and do not report for work on school holidays.
3. For work performed beyond the hours set forth in paragraphs 1. and 2. above, secretaries shall be paid at their regular hourly rate of pay for that contracted year.
4. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond 40 hours per week.
5. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATION

SECRETARIAL SALARY GUIDE

1981 - 1982

<u>Step</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Switchboard Operator/ Clerk-Typist</u>
1	\$ 10,700	\$ 5,963	\$ 7,623
2	11,235	6,493	8,051
3	11,770	7,023	8,479
4	12,305	7,553	9,068
5	12,840	8,083	
6	13,482	8,692	
7	14,231	9,302	
8	15,167	10,150	

People presently on top of the 1980-81 guide remain on same step. All others, who were under contract at lease one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Full-time secretaries and switchboard operator/clerk typist are employed 7½ hours daily with vacations according to Article XII.
2. Part-time secretaries are employed for 6½ hours daily for forty-six (46) weeks and do not report for work on school holidays.
3. For work performed beyond the hours set forth in paragraphs 1. and 2. above, secretaries shall be paid at their regular hourly rate of pay for that contracted year.
4. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond 40 hours per week.
5. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATION

SECRETARIAL SALARY GUIDE

<u>Step</u>	<u>1982 - 1983</u>		<u>Switchboard Operator/ Clerk-Typist</u>
	<u>Full-Time</u>	<u>Part-Time</u>	
1	\$ 11,449	\$ 6,380	\$ 8,156
2	12,021	6,948	8,614
3	12,593	7,515	9,072
3	13,166	8,082	9,702
5	13,738	8,649	
6	14,425	9,300	
7	15,227	9,953	
8	16,228	10,861	

People presently on top of the 1981-82 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Full-time secretaries and switchboard operator/clerk typist are employed 7½ hours daily with vacations according to Article XII.
2. Part-time secretaries are employed for 6½ hours daily for forty-six (46) weeks and do not report for work on school holidays.
3. For work performed beyond the hours set forth in paragraphs 1. and 2. above, secretaries shall be paid at their regular hourly rate of pay for that contracted year.
4. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond 40 hours per week.
5. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

SCHEDULE B

HANDOVER TOWNSHIP BOARD OF EDUCATION  
CUSTODIANS, MAINTENANCE PERSONNEL AND  
MATRON SALARY GUIDE

1980 - 1981

<u>Step</u>	<u>Custodian</u>	<u>Maintenance Assistant</u>	<u>Maintenance</u>	<u>Matron</u>
1	\$ 9,650	\$ 10,600	\$ 11,800	\$ 7,775
2	10,250	11,100	12,625	8,275
3	10,850	11,600	13,350	8,775
4	11,500	12,200	14,075	9,275
5	12,150	12,800	14,750	9,775
6	12,800	13,500	15,450	10,275
7	13,550	14,200	16,150	10,825
8	14,450	15,100	17,100	11,550

People presently on top of the 1979-80 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. \*Employees shall work an eight (8) hour day for five (5) days per week. The total hours per week at regular pay shall be no more than forty (40).
2. All employees shall be paid one and one-half (1½) times their base contract hourly rate for unscheduled Saturday and for scheduled Saturday, Sunday or Holiday work, providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.

\*All custodians (day and night employees) shall work a straight eight (8) hour day, which shall include their lunch period. They shall not leave the building during their lunch period. This shall apply only on days school is in session.



3. All employees shall be paid two (2) times their base contract hourly rate for unscheduled Sunday or Holiday work providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.
4. Any time an employee is called out for any reason or at any time, a minimum of two (2) hours pay at the applicable rate shall be paid.
5. A 10% differential of salary shall be added to the night employees' salary for the ten (10) months school is in session.
6. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

SCHEDULE B

HANOVER TOWNSHIP BOARD OF EDUCATION  
CUSTODIANS, MAINTENANCE PERSONNEL AND  
MATRON SALARY GUIDE

1981 - 1982

<u>Step</u>	<u>Custodian</u>	<u>Maintenance Assistant</u>	<u>Maintenance</u>	<u>Matron</u>
1	\$ 10,036	\$ 11,342	\$ 12,508	\$ 8,319
2	10,660	11,877	13,383	8,854
3	11,284	12,412	14,151	9,389
4	11,960	13,054	14,920	9,924
5	12,636	13,696	15,635	10,459
6	13,312	14,445	16,377	10,994
7	14,092	15,194	17,119	11,582
8	15,028	16,157	18,126	12,358

People presently on top of the 1980-81 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. \*Employees shall work an eight (8) hour day for five (5) days per week. The total hours per week at regular pay shall be no more than forty (40).
2. All employees shall be paid one and one-half (1½) times their base contract hourly rate for unscheduled Saturday and for scheduled Saturday, Sunday or Holiday work, providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.

\*All custodians (day and night employees) shall work a straight eight (8) hour day, which shall include their lunch period. They shall not leave the building during their lunch period. This shall apply only on days school is in session.

3. All employees shall be paid two (2) times their base contract hourly rate for unscheduled Sunday or Holiday work providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.
4. Any time an employee is called out for any reason or at any time, a minimum of two (2) hours pay at the applicable rate shall be paid.
5. A 10% differential of salary shall be added to the night employees' salary for the ten (10) months school is in session.
6. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

SCHEDULE B

HANOVER TOWNSHIP BOARD OF EDUCATION  
CUSTODIANS, MAINTENANCE PERSONNEL AND  
MATRON SALARY GUIDE

1982 - 1983

<u>Step</u>	<u>Custodian</u>	<u>Maintenance Assistant</u>	<u>Maintenance</u>	<u>Matron</u>
1	\$ 10,588	\$ 12,135	\$ 13,258	\$ 8,901
2	11,246	12,708	14,186	9,473
3	11,905	13,280	15,000	10,046
4	12,618	13,967	15,815	10,618
5	13,331	14,654	16,573	11,191
6	14,044	15,456	17,360	11,763
7	14,867	16,257	18,146	12,392
8	15,855	17,287	19,214	13,223

People presently on top of the 1981-82 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. \*Employees shall work an eight (8) hour day for five (5) days per week. The total hours per week at regular pay shall be no more than forty (40).
2. All employees shall be paid one and one-half (1½) times their base contract hourly rate for unscheduled Saturday and for scheduled Saturday, Sunday or Holiday work, providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.

\*All custodians (day and night employees) shall work a straight eight (8) hour day, which shall include their lunch period. They shall not leave the building during their lunch period. This shall apply only on days school is in session.

3. All employees shall be paid two (2) times their base contract hourly rate for unscheduled Sunday or Holiday work providing they have completed a forty (40) hour work week immediately preceding the overtime. Otherwise they will be paid at their regular base rate until they attain 40 hours after which the above stated overtime premium will apply.
4. Any time an employee is called out for any reason or at any time, a minimum of two (2) hours pay at the applicable rate shall be paid.
5. A 10% differential of salary shall be added to the night employees' salary for the ten (10) months school is in session.
6. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATIONSCHOOL AIDES SALARY GUIDE1980 - 1981

<u>Step</u>	<u>Aides</u>	<u>Aides Assigned to Libraries</u>
1	\$ 4,325	\$ 4,700
2	4,525	4,900
3	4,725	5,100
4	4,925	5,300
5	5,125	5,600
6	5,525	6,000

People presently on top of the 1979-80 guide remain on the same step. All others , who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Aides are employed for six (6) hours per day when school is in session. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, aides shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half ( $1\frac{1}{2}$ ) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
5. Each employee assigned to path duty on school property shall be compensated at the rate of \$2.50 per day.

HANOVER TOWNSHIP BOARD OF EDUCATION

SCHOOL AIDES SALARY GUIDE

1981 - 1982

<u>Step</u>	<u>Aides</u>	<u>Aides Assigned to Libraries</u>
1	\$ 4,606	\$ 5,006
2	4,819	5,219
3	5,032	5,432
4	5,245	5,645
5	5,458	5,964
6	5,884	6,390

People presently on top of the 1980-81 guide remain on the same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Aides are employed for six (6) hours per day when school is in session. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, aides shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
5. Each employee assigned to path duty on school property shall be compensated at the rate of \$2.50 per day.

HANOVER TOWNSHIP BOARD OF EDUCATION

SCHOOL AIDES SALARY GUIDE

1982 - 1983

<u>Step</u>	<u>Aides</u>	<u>Aides Assigned to Libraries</u>
1	\$ 4,928	\$ 5,356
2	5,156	5,584
3	5,384	5,812
4	5,612	6,040
5	5,840	6,381
6	6,296	6,837

People presently on top of the 1981-82 guide remain on the same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Aides are employed for six (6) hours per day when school is in session. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, aides shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
5. Each employee assigned to path duty on school property shall be compensated at the rate of \$2.50 per day.



HANOVER TOWNSHIP BOARD OF EDUCATIONBUS DRIVERS' SALARY GUIDE

1980 - 1981

<u>Step</u>	<u>Small Vehicles</u>	<u>Bus</u>
1	\$ 4,100	\$ 5,000
2	4,250	5,300
3	4,400	5,700
4	4,550	6,150
5	4,700	6,650
6	5,000	7,250

People presently on top of 1979-80 guide remain on same step.  
 All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Small vehicle drivers and bus drivers are employed for five (5) hours daily. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, drivers shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half ( $1\frac{1}{2}$ ) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATION

BUS DRIVERS' SALARY GUIDE

1981 - 1982

<u>Step</u>	<u>Small Vehicles</u>	<u>Bus</u>
1	\$ 4,346	\$ 5,150
2	4,505	5,459
3	4,664	5,871
4	4,823	6,334
5	4,982	6,850
6	5,300	7,468

People presently on top of 1980-81 guide remain on same step.

All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Small vehicle drivers and bus drivers are employed for five (5) hours daily. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, drivers shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

HANOVER TOWNSHIP BOARD OF EDUCATION

BUS DRIVERS' SALARY GUIDE

1982 - 1983

<u>Step</u>	<u>Small Vehicles</u>	<u>Bus</u>
1	\$ 4,650	\$ 5,511
2	4,820	5,841
3	4,990	6,282
4	5,161	6,777
5	5,331	7,330
6	5,671	7,991

People presently on top of 1981-82 guide remain on same step. All others, who were under contract at least one hundred (100) work days during the preceding year, move one step from the previous year's guide position.

1. Small vehicle drivers and bus drivers are employed for five (5) hours daily. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, drivers shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1½) times the employee's regular hourly rate, shall be paid to employees working beyond a 40-hour week.
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.

SCHEDULE EHANOVER TOWNSHIP BOARD OF EDUCATIONPAID HOLIDAYS1980-81

The schedule of holidays for the year 1980-81 shall be designated by the Board on or before May 1, 1980, in accordance with Article XI.

1981-82

The schedule of holidays for the year 1981-82 shall be designated by the Board on or before May 1, 1981, in accordance with Article XI.

1982-83

The schedule of holidays for the year 1982-83 shall be designated by the Board on or before May 1, 1982, in accordance with Article XI.

SCHEDULE EHANOVER TOWNSHIP BOARD OF EDUCATIONPAID HOLIDAYS1980 - 1981

*July 4, 1980	Friday, Independence Day
*Sept. 1, 1980	Monday, Labor Day
Oct. 13, 1980	Monday, Columbus Day
Nov. 27, 1980	Thursday, Thanksgiving Day
Nov. 28, 1980	Friday, Day after Thanksgiving
Dec. 24, 1980	Wednesday, Christmas Eve
Dec. 25, 1980	Thursday, Christmas Day
Dec. 26, 1980	Friday, Day after Christmas
Jan. 1, 1981	Thursday, New Year's Day
Jan. 2, 1981	Friday, Day after New Year's
Apr. 17, 1981	Friday, Good Friday
May 25, 1981	Monday, Memorial Day

\*Twelve-month employees only

## HANOVER TOWNSHIP BOARD OF EDUCATION

PAID HOLIDAYS

1981-1982

* July 3, 1981	Friday, Independence Day
* September 7, 1981	Monday, Labor Day
October 12, 1981	Monday, Columbus Day
November 11, 1981	Wednesday, Veteran's Day
November 26, 1981	Thursday, Thanksgiving Day
November 27, 1981	Friday, Day after Thanksgiving
December 24, 1981	Thursday, Christmas Eve
December 25, 1981	Friday, Christmas Day
December 31, 1981	Thursday, New Year's Eve
January 1, 1982	Friday, New Year's Day
April 9, 1982	Friday, Good Friday
May 31, 1982	Monday, Memorial Day

\* Twelve-month employees only

URATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 1980 and shall continue in effect until June 30, 1983. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

HANOVER TOWNSHIP BOARD  
OF EDUCATION

HANOVER TOWNSHIP NON-  
CERTIFICATED EMPLOYEES  
ASSOCIATION

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Board Secretary

Attest: \_\_\_\_\_  
Secretary